

**CROWLEY FIRE DEPARTMENT
LEAVES OF ABSENCE & HOLIDAYS**

LEAVES OF ABSENCE:

A. Leaves of absence are classified as follows:

1. Leaves of absence with pay
2. Leaves of absence without pay
3. Absence without leave and pay

B. Sick Leave:

1. In compliance with state law, each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks during a calendar year for any sickness or injury or incapacity.
2. A member who is not able to complete a tour of duty due to illness shall report his absence to the chief, or to the shift captain if the chief is not available, before taking the absence.
3. A sick leave period commences at the time a member is due to start duty. Notification of sick leave to be taken should be three (3) hours prior to the start of the duty period missed. A member on sick leave shall remain in his residence or other approved place of confinement for the entire sick leave period, except to visit a physician, hospital, clinic, purchase meals or medicine. Exceptions: Prolonged illnesses which recuperation calls for fresh air and outdoor exercise, or recuperation from an injury such as a broken limb which would warrant a prolonged convalescence.
4. A member shall furnish the following information at the time of reporting sick to the chief or shift captain if chief is unavailable:
 - a. Name
 - b. Illness or injury causing the absence
 - c. Place of confinement and telephone number if different from residence
 - d. Name of the doctor, clinic, or hospital, if any, who has been consulted or is treating the illness.
5. A member shall report his return to work by notifying the chief or the shift captain if the chief is not available, at least three (3) hours before duty and as follows:
 - a. Name
 - b. Date and time of return to duty

6. An illness lasting longer than three (3) calendar days, the employee may be required to submit a doctor's certificate indicating the illness or condition which justified the absence, as well as the probable duration of the illness.
7. Any additional or confirming examination requested by the city shall be paid for by the city.
8. Sick leave may not be used for absences incurred because of attendance to personal affairs.
9. Sick leave is applicable to maternity claims. Maternity leave commences when doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.

C. Annual Leave:

1. Each full-time employee of the classified service after having served one year shall be entitled to an annual vacation of eighteen (18) days with full pay. The vacation privileges herein provided for shall not be forfeited by any member of the department for any cause. A member shall be given one (1) extra day of vacation for every year after the ten (10) years of service, up to thirty (30) days.
2. Each employee may divide vacation leave into two separate equal periods. No cash payment may be made in lieu of a vacation.
3. All employee vacation schedules must be approved by the chief at least two (2) weeks before any vacation is to begin. Employees with the greatest departmental seniority will have priority on scheduling.

D. Holidays

1. Each member of the classified service shall be granted "Leave of Absence with Pay" on the following legal holidays:
 1. Christmas
 2. New Year's Day
 3. July 4th
 4. Labor Day
 5. Thanksgiving Day
 6. National Memorial Day
 7. Good Friday
 8. Mardi Gras Day
 9. Veteran's Day
 10. Martin Luther King, Jr. Birthday

2. Should a member of the classified service's work an assignment on a legal holiday as set by this board, he will be paid an additional compensation of one times the normal rate of pay. However, governing authorities, at their option, may grant employees time off from work for which such additional compensation would be due and payable to said employee.

**CROWLEY POLICE
LEAVES OF ABSENCE & HOLIDAYS**

LEAVES OF ABSENCE-POLICE

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence with leave and pay

B. Sick Leave:

1. In compliance with state law, each employee of the classified service shall be entitled to and given with full pay, sick leave aggregating not less than fifty-two (52) weeks during a calendar year for any sickness or injury or incapacity.
2. A member who is unable to complete a tour of duty due to illness shall report his absence to the highest ranking member of the division or shift commander on duty before taking the absence. The shift commander must also be notified if a member is unable to complete a tour of duty.
3. A sick leave period commences at the time the member notifies the highest ranking member of the division or shift commander on duty. A member on sick leave shall remain in his residence or other approved place of confinement for the entire sick leave period, except to visit a physician, hospital, clinic, purchase meals or medicine. NOTE: If the employee on sick leave is a member of the Crowley Municipal Fire and Police Civil Service Board, he may leave his residence to attend meetings of the Civil Service Board. The member shall notify the highest ranking member of the division or shift commander on duty before leaving and upon returning from such a visit.
4. A member shall furnish the following information at the time of reporting sick.

A. Name

- B. Illness or injury causing the absence
 - C. Place of confinement and telephone number, if different from the members residence.
 - D. Name of the doctor, clinic or hospital, if any, who has been consulted or is treating the illness.
5. A member shall report his return to work by notifying the highest ranking member of the division or shift commander on duty, as follows:
- A. Name
 - B. Date and time of expected return to duty
6. A member's sick leave period ends when the member actually returns to duty (exceptions below).
7. Members reporting absences for reasons of illness in excess of three (3) consecutive working days, shall be required to furnish a doctor's certificate to the shift .commander prior to return to duty or at any time during such absence.
8. Members reporting absences for reasons of illness shall be subject to a medical examinations by a department appointed physician. Such examination shall be at a time and location designated by the chief or City of Crowley. Any additional or confirming examination shall be paid for by the City of Crowley.
9. Sick leave may not be used for absences incurred because of attendance to personal affairs.
10. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.
11. No cash payment may be made for accumulated sick leave. Should any illness last longer than three (3) calendar days, the employee is required to submit a doctor's certificate indicating the illness or condition which justified the absence, as well as the probable duration of the illness. For failure to produce a doctor's certificate for any illness over three (3) days, the employee will be classified as "absent without leave and pay."

EXCEPTIONS

- A. Assigned Days Off, Holidays, Annual Leave:
When a member reports sick prior to an assigned day off, holiday, or annual leave, he must remain on his

premises for the full 24 hours. However, he may use his assigned day off, holiday or annual leave in any manner in which he desires, provided that he is to return to duty on the day after his assigned day off, holiday or annual leave and has reported that he will do so, before his assigned day off, holiday or annual leave commences.

B. Sick Absence/Annual Leave -- Shift commanders & the chief may grant annual leave to a member on sick leave in extreme emergencies which would require the member to engage in activities prohibited by Section 1 (B) 3.

C. Annual Leave

1. Each full-time employee of the classified service, after having served one year, shall be entitled to an annual vacation of fifteen (15) working days with full pay. A member shall be given an additional day of vacation, with pay, for every year after ten (10) years of service, up to a total of thirty (30) days. The vacation privileges herein provided for, shall not be forfeited by any member of the department for any cause. No cash payment may be made in lieu of vacation.
2. All employee vacation schedules must be approved by the supervisor at least (2) weeks before any vacation is to begin. Employees with the greatest departmental seniority will have priority on the scheduling.

D. Holidays:

Each member of the classified service shall be granted "Leave of Absence with Pay" on the following legal holidays:

1. Christmas
2. New Year's Day
3. July 4th
4. Labor Day
5. Thanksgiving Day
6. National Memorial Day
7. Good Friday
8. Mardi Gras Day
9. Veteran's Day
10. Martin Luther King's Birthday

Should a member of the classified service's work assignment be such that the employee is scheduled to work on a legal holiday as set by this board, the employee will be paid an additional compensation of

one times the normal rate of pay. However, governing authorities, at their option, may grant employees time off from work for which said additional compensation would be due and payable to said employees.

E. Funeral Leave:

1. Funeral leave in the event of an immediate family death shall be authorized without loss of pay or leave time not to exceed one (1) shift, except in extenuating circumstances endorsed by the employee's chief.
2. An employee's immediate family is defined to consist of parents, spouse, brother or sister, grandparents, children and step-children, parents of spouse, and any other family member at the discretion of the employee's chief.
3. Funeral leave is authorized for the specific purpose of attending the funeral of the deceased family member.
4. The Appointing Authority is encouraged to establish written policies necessary to monitor funeral leave and to prevent abuse of this benefit, which may include notification prior to duty.

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